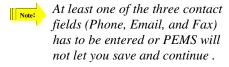Information > Contract Agencies > Maintain Contract Agencies).

2. Click **Maintain** in the **Contact Information** column of the **Existing Contract Agencies** section. The *Maintain Contacts* screen displays.

3. Click **Add New Contact**. The *Add Contact Details* screen displays.

4. Complete the mandatory fields, **First Name**, **Last Name** and **Title**.

> **Note:** *At least one of the three contact fields (Phone, Email, and Fax) has to be entered or PEMS will not let you save and continue .*

5. Click **SAVE AND FINISH**. *The Maintain Contacts* screen displays indicating the contact information added successfully.

Add Annual Contract Information

1. Begin at the *Maintain Contract Agencies* screen (**Agency Information > Contract Agencies > Maintain Contract Agencies**).

2. Click **Maintain** in the **Contract Information** column of the **Existing Contract Agencies** section. The *Maintain Contracts* screen displays.

3. Click **Add New Contract**. The *Add Contract Details* screen displays.

4. Complete at minimum the mandatory fields.

5. Click **SAVE AND FINISH**. The *Maintain Contracts* screen displays indicating the new contract has been

created successfully.

View Existing Contract Agency and Annual Contract Information

1. Begin at the *Maintain Contract Agencies* screen (**Agency Information > Contract Agencies > Maintain Contract Agencies**).

> **Note:** *As soon as you access the Contract Agencies sub-module, PEMS runs a default search and retrieves the 10 most recently updated or created contract agencies that belong to your agency and displays the results in the Existing Contract Agencies section.*

2. If your contract agency is not displayed, then use the Search function .

> **Note:** *You can use one or more search criteria to narrow your search.*

3. Click the contract agency name in the **Name** column. The *View Contract Agency Details* screen displays showing information such as the agency's EIN, DUNS, agency relationship, and address etc.

   Or

   Click **Maintain** in the **Contract Information** and/or the **Contact Information** columns to view additional details.

4. Click **BACK TO MAINTAIN** to return to the *Maintain Contract Agencies* screen.

View Existing CDC HIV Program Award

1. Begin at the *Maintain CDC HIV Prevention Program Awards* screen (**Agency Information > Program Awards > Maintain CDC HIV Prevention Program Awards**).

2. Click **View** in the **Annual Award Amount Distribution** column for the award . The *View CDC HIV Prevention Program Award Amount Distribution* screen displays.

3. Click **BACK TO MAINTAIN** to return to the *Maintain CDC HIV Prevention Program Awards* screen.

> ### CONTRACT AGENCIES SUB MODULE

Add a New Contract Agency

1. Click **Agency Information** on the module menu bar. The *View Agency Details* screen displays.

2. Click **Contract Agencies** in the sub-module menu. The *Maintain Contract Agencies* screen displays

3. Click **Add New Contract Agency**. The *Search Contract Agencies* screen displays.

> **Note:** *Before you add a contract agency, you should check for an existing contract agency to avoid a duplicate entry.*

4. Type in ALL the mandatory criteria

in the **Search for Existing Contract Agency to Associate** section.

5. Click **SEARCH** . After you click search the **Add Agency** section displays.

6. If the search results displays "Contract agency does not exist in PEMS", continue with step 8.

7. If the search results in a duplicate entry found, determine if it is indeed a duplicate. If it is, stop here. If it is not, continue with step 8.

8. Click **Add this Agency**. The *Add Contract Agency Details* screen displays.

> **Note:** *You can only add a contract agency that is being directly funded by your agency.*

9. Complete at minimum the mandatory fields.

10. Click either **SAVE AND FINISH** . The *Maintain Contract Agencies* screen displays indicating the contract agency has been added to your agency and that the contractual relationship is in an inactive state.

> **Note:** *Another option is to SAVE AND ADD CONTACT.*

SAVE AND ADD CONTACT

Add a New Contract Agency Contact

1. Begin at the *Maintain Contract Agencies* screen (**Agency >**

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